

THE REGULATIONS
OF THE
WARNEFORD LUNATIC ASYLUM,
ENDOWED BY THE MUNIFICENCE
OF THE
REV. DR. SAMUEL WILSON WARNEFORD LL.D.
RECTOR OF BOURTON-ON-THE-HILL, AND
CANON OF GLOUCESTER,
AND INCORPORATED BY ROYAL CHARTER,
1849.



ADOPTED
AT A SPECIAL MEETING OF THE GOVERNORS,
28th May 1872,
In lieu of the "General Rules and Orders" made on
12th February 1857.

Amended 18th March, 1884.

REGULATIONS
OF THE
WARNEFORD LUNATIC ASYLUM.

INDEX.

	PAGE
The President - - - - -	3
The Governors - - - - -	3
The Committee of Management - - - - -	6
Admission of Patients - - - - -	8
Election of Officers - - - - -	11
The Treasurer - - - - -	12
The Chaplain - - - - -	12
The Resident Medical Superintendent - - - - -	13
The Secretary - - - - -	16
The Matron - - - - -	17
The Consulting Physician - - - - -	18
The Consulting Surgeon - - - - -	18
Regulations for Attendants and Servants - - - - -	19

REGULATIONS

OF THE

WARNEFORD LUNATIC ASYLUM.

1. THE affairs of the Asylum shall be managed by a President and Governors, with a Committee of Management, and Officers, as hereinafter directed.

President.

2. The President shall be elected by the Governors, and shall have all the powers and privileges of a Governor, and shall hold the Office for life.

Governors.

3. All persons paying, or having already paid, Twenty Pounds in one sum, shall be Governors for life ; and all who contribute One Pound per annum, shall be Governors during such payment.

4. The following persons also shall be Governors *ex officio* :

(a) The Trustees for the time being of the Estates settled in favour of the Asylum by the Rev. Dr. S. W. Warneford.

(b) And, in consideration of the Contributions originally made by Corporate and Collegiate Bodies towards the erection of the Asylum in 1813,

The Vice-Chancellor of Oxford

The Mayor of Oxford

The Chairman of the Quarter Sessions of the County

The Dean and Canons of Christ Church

The Warden and Bursars of Merton College

The Warden and Bursars of New College

The Warden and Bursars of All Souls' College

The President and Bursars of Magdalen College

The President and Bursars of Corpus Christi College

The President and Bursars of Trinity College

The Rector of Bourton-on-the-Hill, and

The Vicar of Yarnton.

for the time being.

5. A General Meeting of Governors shall be held once a year before the 25th of March, for the purpose of receiving the Annual Report of the Committee of Management.

The time for such Meeting shall be fixed by the Committee, and shall be advertised for two successive weeks in two at least of the Oxford Papers.

6. A General Meeting of Governors may also be specially called at any time by the Committee of Management ; or by the Chairman of the Committee upon the requisition of ten Governors setting forth the causes or reasons of it. In the case of such requisition the Chairman of the Committee shall appoint a day for holding the Meeting not later than one month after the requisition has been received.

Every such Meeting, together with a statement of the causes or reasons of it, shall be advertised for two successive weeks in two at least of the Oxford Papers.

At all General Meetings the President, if present, shall take the Chair, and in his absence a Chairman shall be appointed by the Meeting.

Five Governors shall be a quorum.

7. The Governors have power under the Charter to make and establish such Regulations as they shall consider proper and necessary for regulating the management and affairs of the Asylum ; and also from time to time to alter, vary, or revoke such Regulations, and to make such new Regulations as they shall think most useful and expedient. But such power shall only be exercised at a General Meeting to be specially summoned for the purpose, and shall not take effect until such alterations shall have received the sanction of the Secretary of State.

8. The Minutes of the proceedings of all Meetings of the Governors, as also of the Committee of Management, shall be entered in a Book or Books kept for that purpose, and be signed by the Chairman of such Meeting ; and such Books shall be open at all reasonable hours to the inspection of any Governor.

9. At the Annual Meeting, an Auditor or Auditors shall be appointed for the year ensuing.

10. The Seal of the Corporation, deposited for

safety at the Asylum; *under the custody of the Committee of Management*, shall only be used under an order of the General Meeting of Governors.

The Committee of Management.

11. The Committee of Management shall consist of the President and ten other Governors, to be nominated and appointed by the Governors at the Annual Meeting.

12. The Committee shall meet in Oxford, or at the Asylum, on the first and third Tuesday in each month at such an hour as the Committee may judge most convenient ; and at their first Meeting shall elect a Chairman and Deputy-Chairman for the year.

13. A Meeting of the Committee may be called at any other time, if the Chairman, or, in his absence, the Deputy Chairman, deem a Meeting to be necessary.

14. Three members shall be a quorum.

15. The duties of the Committee shall be as follows :

(i) To examine the Weekly Accounts.

(ii) To determine upon all applications for the admission of Patients, settle the amounts of their Weekly payments respectively, and the reductions thereof, according to their condition of life, the nature of their cases, and the pecuniary means of their friends and relations.

(iii) To receive the Report of the Resident Medical Superintendent, as to the number, sex, and condition of the Patients.

- (iv) To inspect the Bankers' Book, and verify the balance.
- (v) Once in every quarter of a year to audit and allow all Tradesmen's and other Bills, and order payment of the same; and to cause cheques for their amount to be drawn upon the Treasurer, signed by the Chairman, Vice-Chairman, or Chairman for the time being of the Committee, and countersigned by the Secretary.
- (vi) To order all alterations and repairs entailing an expense not exceeding £100. All alterations and repairs above that amount to be executed only under the order of a General Meeting.
- (vii) To take care that all the provisions of the Legislature respecting Certificates and Orders of confinement be exactly attended to, as also all others respecting the keeping of Registers, the making of Reports, and generally all other provisions of the Act.
- (viii) At the end of every year, before the Annual General Meeting, to cause to be drawn up a General Report of the transactions of the year, of the Receipts and Disbursements, Donations and Legacies, and of all the Charitable dispensations of the Asylum, with the several amounts of pecuniary relief dispensed to poor Lunatics of respectable life, according to their classes and conditions, but without the insertion of names.
- (ix) To cause the Annual Report to be printed,

and a copy forwarded to each of the Governors, and also to the Commissioners in Lunacy, and to such other persons as the Committee may think fit.

(x) To acknowledge the receipt of all rents and dividends arising from the Warneford Trust Estates, as soon as the same be paid to the Treasurer by the Trustees, and to see that the sums so received be entered forthwith upon the Minutes of the next Meeting.

(xi) To appoint two or more Members of the Committee to visit the Asylum frequently, and inspect not less than twice in each quarter of a year the several Wards and rooms used by the Patients, and also, as far as practicable, report upon their condition and the general state of the Asylum.

16. These Reports shall be entered in a book, and shall be laid before the Committee of Management at their next Meeting, and also before the Governors at their Annual Meeting.

17. This book shall be open at all reasonable hours to the inspection of any Governor.

Admission of Patients.

18. No Patients are admissible into the Asylum but such as, in the opinion of the Committee, belong to the upper or middle classes of society, that is, who hold such positions in private, pro-

fessional, commercial, or agricultural life, as place them considerably above parochial aid. But no persons in a state of Idiocy, or suffering from Epilepsy or Paralysis, are admissible.

19. All applications for admission are to be addressed to the Resident Medical Superintendent, and shall be by him submitted to the Committee of Management at their next Meeting.

20. The person of every Patient, Male and Female, shall, immediately after admission, be carefully examined by the Head Attendant, (or some other Attendant appointed by the Medical Superintendent for that purpose), who shall forthwith report in writing to the Superintendent the bodily condition of the Patient, and especially any bruise, injury, or mark which may have been observed in such examination; and it shall be the duty of the Superintendent, upon receiving notice of the existence of any recent injury or apparent bodily disorder, at once himself to make a personal examination of the Patient.

21. Patients shall be admitted and charged upon the principle of weekly payments. The ordinary payment for Patients who can afford it shall be Two Pounds and Two Shillings a week. But the Committee shall have power to increase or reduce at their discretion, the amount of such weekly payments, according as the circumstances and exigency of particular cases may seem to require.

22. Patients shall be admitted subject to the provisions of the Lunacy Acts as to Orders and Certificates ; and, as a general rule, a Bond with sureties shall be given to the Corporation to secure payment in advance for each coming quarter of thirteen weeks, and to guarantee a regular supply of suitable apparel, as well as the removal of the Patient, if necessary ; and, in case of death, all funeral expenses.

23. It having been ordered on the 3rd of June 1827, that, by reason of a Subscription from the University of Oxford in 1813 of £500, towards the erection of the Asylum, the Vice-Chancellor of Oxford shall have the power and privilege of recommending for admission, at Ten Shillings a week, two Patients, Matriculated Members of the University, or College Servants, or their wives or children living with them, if labouring under Insanity, and not being or having been chargeable to any parish, subject however to the judgment of the Committee of Management upon the fitness of their cases ;—two beds shall be appropriated to the use of such Patients, but not more than two Beds shall ever be occupied at one time by Patients under such recommendations.

24. It having been also ordered in the same manner and at the same time, that, as the City of Oxford subscribed £300 to the same purpose, the Mayor of Oxford shall have the like power and privilege of recommending for admission, at Ten

Shillings a week, two Patients, being Freemen of the City of Oxford, or their wives, or children resident with them, if labouring under Insanity;—the like appropriation of two Beds shall be made to the Patients in question; provided, 1. that not more than two Beds be ever occupied at one time by them; and, 2. that they be not, nor ever have been, chargeable to any Parish.

Election of Officers.

25. The Consulting Physician and Surgeon, the Treasurer, Resident Medical Superintendent, Secretary, and Matron, shall be appointed and may be removed by the Governors at a General Meeting to be specially called for such purpose by the Committee of Management.

26. When at any Election there are more than two Candidates, if a majority of the Governors present do not appear upon the first scrutiny in favour of any one Candidate, the Chairman shall proceed to a second Election, leaving out the Candidate who has fewest Votes, and so on till a majority of the Governors present be obtained in favour of one Candidate.

27. Ladies subscribing as Governors may vote upon all Elections by proxies appointed under their hands. All Governors shall be permitted to do the same, who shall certify under their hands

that they are prevented from attendance by age, infirmity, or sickness.

28. At all Meetings, of what kind soever, the Chairman thereof shall have a second or casting Vote; and it belongs to his office to settle the mode in which the Votes shall be taken.

The Treasurer.

29. The office of Treasurer shall be vested in a Banking Firm, or Company. And any one of the partners in such Firm, or the Secretary or Manager of such Company, shall be capable of acting as Treasurer whenever individual agency is required.

30. The Yearly Accounts of the Asylum and all Annual Subscriptions are understood to commence on the first day of January, and the latter to be due for the current year.

The Chaplain.

31. Pursuant to the Deed of Settlement by the Rev. Dr. SAMUEL WARNEFORD, the Committee of Management shall appoint a proper person to be Chaplain, and shall have power to remove him, subject to confirmation by a General Meeting.

The general superintendence of the Chapel, and of all the other religious duties of the Asylum, shall belong to the Committee of Management.

32. The Chaplain shall be a Clergyman of the Church of England in full Orders ; and there shall be every Sunday, Morning and Evening Services in the Chapel, as also on Christmas Day and Good Friday, with or without a second Sermon, as may be appointed by the Committee. There shall be a Service in the Chapel on Wednesdays, adapted to the condition and circumstances of the Insane ; and the Sacrament of the Lord's Supper shall be administered at proper seasons to such of the Patients as desire it. The Chaplain shall ascertain from the Medical Superintendent the fitness of the Patients to receive religious instruction in private visits.

33. There shall be a book kept in the Committee Room of the Asylum, entitled, "The Chaplain's Book," in which he is to enter, under their proper dates, his attendances upon all occasions of duty.

The Resident Medical Superintendent.

34. There shall be, in conformity with the Act of Parliament 8 and 9 Victoria c. 100 § 43, a Resident Medical Superintendent, legally qualified for the performance of his duties, and duly certified to be so, on the following terms :

(i) That on his appointment he enter into an agreement not to resign his situation without giving three months' notice in writing to the Committee of Management.

(ii) That he reside in the House, and be not engaged in any other professional occupation or business.

(iii) That he see every Patient on admission, and carefully comply with the requirements respecting the personal examination of Patients directed by Rule 20 under the head of "Admission of Patients" (p. 8.) ; and visit the Patients every morning, and as often in the day or night as the nature of their cases may require.

(iv) That he occasionally visit the Patients at meal-times, to see that their meals are properly dressed and served in a safe and orderly manner, and order a proper diet for the sick and infirm.

(v) That he carefully inspect the galleries, day-rooms, and bedrooms, and see that the floors, furniture, walls, and windows, are all in a proper state, as to cleanliness, dryness, and security, and that his orders have been attended to in these and all other particulars.

(vi) That he specially attend to such Patients as are confined to their beds, in order to their being kept clean, dry, warm, and free from sores ; and prescribe for all such Patients as may require Medicine, and take care that such Medicine is duly administered. And that he report to the Committee of Management, at their next Weekly Meeting, all cases in which he has found it advisable to call in the assistance of the Consulting Physician or Surgeon.

(vii) That he carefully keep the Case-book, and all other books required by the Lunacy Acts, examine all Orders and Certificates for admission, fill up and sign all notices of discharge and death, sending copies thereof to the Commissioners in Lunacy, as required by the Act.

(viii) That, subject to the control of the Committee, he hire and discharge all attendants or keepers, and house-servants, and enter their hirings in the book provided; and that he pay their respective salaries and wages as the same shall become due; and that he advise the Committee as to the proper instructions to be placed in the hands of the attendants, and cause the same to be printed and distributed amongst them for their information.

(ix) That he attend to the state of the Buildings within and without, and report to the Committee when any thing is required to be done in the way of repairs or alteration, or any thing which he may think conducive to the health, recreation, or employment of the Patients.

(x) It shall be his duty also to see, "that endeavours be continually used to occupy the minds of the Patients, and to induce them during the day to take exercise in the open air; and generally, as a principle of treatment, to provide such employment, as shall promote cheerfulness and happiness among them;

" That no Dormitory for Male Patients, except-

ing rooms for single Patients, contain less than three beds ; and that all the Male Patients sleep in single beds ;

“ That no Patient be struck ;

“ That no Patient be placed under instrumental restraint, or secluded, without the previous directions of the Resident Medical Superintendent ;

“ That all the Attendants be instructed to treat their Patients kindly and indulgently.”

(xi) The Committee shall have power, whenever the interests of the Asylum appear to require it, to appoint a duly qualified Medical Practitioner, to assist the Medical Superintendent, under such conditions, and upon such terms as the Committee from time to time shall judge fit.

The Secretary.

35. The duties of Secretary are as follows :

(i) To have all books and papers, except the Medical Journal and Case Books, under his care and custody.

(ii) To receive, week by week, the housekeeping accounts from the Matron, and lay them before the next Meeting of the Committee of Management for inspection and allowance.

(iii) To prepare the quarterly and annual accounts, and submit the same to the Committee of Management.

(iv) To countersign all cheques drawn by the Chairman, Vice-Chairman, or acting Chairman of the Committee of Management, upon the Treasurers, and to keep the account of the Patients' payments, paying them into the Bank as soon and as often as they shall be received, notifying the same to the Committee at their next Meeting.

(v) To prepare and keep a special account of

the amounts of pecuniary relief bestowed upon the Patients, respectively, out of the Charity Funds of the Warneford Asylum, in reduction of their weekly payments.

(vi) To obtain from parties applying for the admission of Patients such information as the Committee of Management may in each case deem necessary.

(vii) To issue all notices, and to attend all Meetings of the Governors, and of the Committee of Management, as the Governors or Committee may require; to take Minutes of the proceedings, and generally to discharge all such duties as the Committee of Management may from time to time direct.

Matron.

36. Subject to the general control of the Committee of Management, the Matron shall, under the direction of the Resident Medical Superintendent, be responsible for the condition of the Female Wards, and have the control over the Female attendants and servants.

37. She shall see all the Female Patients at least twice a day, and shall report all illness and casualties to the Resident Medical Superintendent, as soon as the same shall occur.

38. She shall take care that no Male attendant or servant be admitted into the Female Wards,

except in cases of necessity, (the Matron, or, in her absence, a Female attendant being present.)

39. She shall pay particular attention to the provisions, linen, laundry, and store rooms, with their contents, and shall perform generally the duties of housekeeping and superintendence in all that relates to the domestic concerns of the Asylum, and especially to the female part of the establishment, and shall also perform such other duties as the Committee of Management may from time to time direct.

40. She shall, on her appointment, enter into an agreement not to resign her situation, without giving three months' notice to the Committee of Management.

Consulting Physician.

41. There shall be a Consulting Physician, who shall be called upon by the Resident Medical Superintendent to attend upon such cases as may require the advice of a Physician; and who shall visit the Asylum at other times, if required to do so by the Committee of Management, and shall report the results of his visit to such Committee.

Consulting Surgeon.

42. There shall be a Consulting Surgeon, who shall be called upon by the Resident Medical Superintendent to attend upon such cases as may require Surgical assistance.

Regulations for Attendants and Servants.

1. There shall be a proper number of Attendants and of House Servants, male and female, receiving fixed salaries or wages, but no perquisites ; the number thereof, the wages to be paid to them, and their duties, being under the control of the Committee of Management for the time being, who shall regulate the same after consultation with the Resident Medical Superintendent.

2. All Attendants or Keepers upon being hired shall make themselves acquainted with the PRINTED INSTRUCTIONS, of which a copy shall be given to each on being hired.

3. The Male and Female Attendants and Servants, having distinct departments of duty, and different things, persons, and places to attend to, each requiring constant attention, shall not be permitted to associate with each other.

4. No Servant shall absent himself or herself from the Asylum without the permission of the Medical Superintendent or Matron.

5. The Attendants and Servants severally shall undertake the charge of all furniture, clothing, and bedding, belonging to the galleries, bedrooms, and sitting rooms confided to their care.

6. The Attendants and Servants in their respective Wards shall attend to the sweeping of all the apartments every morning ; and to the washing of them as often as it shall be ordered or appointed,

and every morning they shall remove dirt and dust, so that every part of the house and furniture may be kept clean, dry, neat, and wholesome.

7. The Attendants and Servants shall conform implicitly to the orders of the Superintendent and Matron, and carefully observe the PRINTED INSTRUCTIONS for the management of Patients.

An inspection of the Asylum by the Committee of Management shall take place in the months of April and October annually, for the ordering of the necessary reparations, and for the examination of the goods and chattels. And an Inventory of such goods and chattels shall be kept by the Resident Medical Superintendent, and shall be laid before the Committee at the October inspection.

J. F. Scovell, Chairman

I approve of the foregoing Regulations,

H. A. BRUCE.

WHITEHALL,

6 July, 1872.

*I approve of the alterations of Rules 12 and 21,
as indicated in the foregoing Regulations,*

RICH. ASSHETON CROSS.

*Whitehall,
27th April, 1880.*

I approve of the foregoing
Regulations for the Management
of the Warneford Lunatic Asylum,
being Regulations, as amended by the
Governors of the Asylum, in those
numbered 12. 15. 16. 19. 21. 22. 34 &
35, on the 18th March 1884.

Blatchall } (Signed) W. V. Harcourt
14 April 1884 } One of Her Majesty's Principal
 Secretaries of State.

